

****WARNING: This transmission contains confidential information. Please exercise appropriate security. ****

Student Transcript Fax Transmittal Sheet

0209234.004.002.522

IPEDS ID#: «School_ID»

Name of Sender: _____

Date: _____

Telephone number: _____

Fax number: _____

Number of pages (including this transmittal sheet): _____

Number of students whose transcripts were requested: «tot_cnt»

Number of students whose transcripts you are sending: _____

Number of transcripts you are sending (there could be multiple per student): _____

Instructions:

Be sure that you have faxed the Student Transcript Fax Test Page and confirmed its receipt before sending this page or the transcripts.

If a student transferred to your institution from another institution, please also send copies of any transcripts that you have from other institutions (unless that information is already included on the transcript from your institution).

Once you have filled out the top of this document, please fax it and student transcripts to **1-800-845-7883**.

If you need assistance, please contact our Help Desk at 1-877-475-7016.